

JSE

TASK ORDER (TO) STATEMENT OF WORK (SOW)

FORMAT

STATEMENT OF WORK

as of dd/mm/yy

(The SOW must have an as of date. If the SOW is revised or corrected during the pre-award phase, each revision must have a new date. When SOWs are revised for TO modifications (after award) each SOW must have a new as of date. SOWs must be page numbered. The bolded text identifies mandatory verbiage in the SOW.)

Contract Number: DCA100-97-D-

Task Order Number: (completed by KO at time of TO award)

Tracking Number: (assigned by the COR)

1. Points of Contact:

a. Primary Task Monitor (TM):

b. Alternate TM:

Identify the individuals who will act as the *Primary* and *Alternate TMs*. The TMs are the main points of contact for the COR, KO, and contractor during the TO pre-award process. At the time of TO award, the TMs are assigned in writing by the DISA KO to serve as the TMs during TO execution. Therefore, the TMs need to be individuals who understand the nature of the work, the desired outcome, and who will be available to coordinate with the contractor during TO execution. Individuals named as TMs must obtain appropriate training from their agencies.

Notify the COR immediately with the name of the replacement should either of these change.

Identification information required for each POC above:

Name:

Organization:

Address: Use TM's physical mailing address since DISA and the contractor will use this address for distribution of pre- and post-award material.

Phone No.:

Fax No.:

Internet Address: Email enables timely communication between the COR, KOs, TMs, and contractors.

2. Task Order Title: Include short title of work to be done. This title should be unique and descriptive.

3. Background: State reasons why this effort is required. Identify any parallel efforts to current or prior procurements, task orders, other agency activities and/or industry efforts. State if the requested work relates to work already accomplished or ongoing through other contract vehicles.

4. Objectives: Provide a concise overview of the goals and expectations of this TO. This overview must describe how the work to be accomplished in the TO will support the agency's Defense Information Infrastructure (DII) Systems Engineering mission. Describe how the tasks are compliant with any applicable DOD architectures, guidelines, and standards.

5. Scope: Provide a general description of the work required to accomplish your objectives. You must identify the appropriate JSE Task Area(s) and subtask areas contained in the JSE contract SOW; e.g., "Task Area 1, Telecommunication Systems Engineering" and "Task Area 3, Application Software Development and Maintenance" that are the areas to which your requested work tracks. This is an important means of ensuring your tasks are within contract scope. Each SOW must contain Task Area 6 - Program Management.

6. Specific Tasks: Provide a narrative of the specific tasks that make up the SOW. Number the tasks sequentially (and the associated paragraphs) as shown below. *Task 1 for each SOW must be for TO Management and must contain two subtasks, at a minimum, with the following narratives:*

6.1 Task 1 - Contract-Level and TO Management

6.1.1 Subtask 1 – Contract Level Program Management. Provide the technical (task order level) and functional activities at the Contract Level needed for the Program Management of this SOW. Include productivity and management methods such as Quality Assurance, Progress/status reporting, and Program Reviews at the Contract and Task Order level. Provide the centralized administrative, clerical, documentation and related functions.

6.1.2 Subtask 2 - TO Management. Prepare TO Management Plan (A070) describing the technical approach, organizational resources and management controls to be employed to meet the cost, performance and schedule requirements throughout TO execution. Provide a monthly status report (A073) monitoring the quality assurance, progress/status reporting, and program reviews applied to the TO (as appropriate to the specific nature of the SOW).

6.2 Task 2 - XXX Describe precisely what work is to be performed in clear understandable terms. The purpose of these paragraphs is to define your minimum needs for the services requested. The requirement must be defined sufficiently for the contractors to submit realistic proposals and the Government to negotiate a meaningful price or estimated cost. These paragraphs are the essence of the SOW and must be clear and unambiguous.

JSE TOs must be "outcome-based," i.e., they must include the development and delivery of actual products (e.g., security test plan, site survey report etc.). *The tasks must also include the requirement for compliance with appropriate DOD-approved standards and regulations (e.g., TAFIM, DII, COE, DISN, etc.).*

The services acquired must not fall in the category of "personal services." Personal services are those contracted efforts that, by express terms or as administered, make the contractor personnel appear, in effect, as Government employees. FAR Part 37.102 contains a detailed discussion of personal services.

7. Place of Performance: Specify whether the work is to be performed at the Contractor's site or at a Government site. In general, JSE TOs are performed at the Contractor's site (i.e., the contractor is based in their own facility, with travel to government facilities for data gathering, meetings, testing, etc.). For work that is to be performed at a Government site (i.e., the Government will provide all necessary facilities such as office space and support for the duration of the TO), provide address(es) and a point of contact if different from the TM. This paragraph should also describe any local or long distance travel the contractor will have to perform to execute the TO. Identify the to/from locations of the travel, number and duration of trips. Include an estimated total cost for travel required.

8. Period of Performance (POP): State total *calendar* days after TO award (e.g., "180 calendar days after TO award"). The POP is limited to 365 days after TO award. The use of "calendar" days is important because it provides complete understanding of the actual length of the TO and avoids confusion as to whether the intent is working days or calendar days.

9. Deliverable/Delivery Schedule: Describe precisely the items to be delivered, both during the period of performance (i.e., relating to the specific tasks described in paragraph 4. above) and at completion of the TO. Describe the schedule either in terms of calendar days from the date of TO Award or in calendar days from some event that the deliverable is dependent upon, e.g., 10 calendar days after draft plan approval. Required columnar format is as follows:

SOW Task #	Deliverable Subtitle	CDRL#/DID #/Title	Calendar Days after TO Award	# of Copies	Distribution*	Remarks
1	TO Management Plan	A070/DI-MGMT-80004 Management Plan	Draft 15 Final 30			
1	Monthly Status Report	A073/DI-MGMT-80227 Contractor's Progress and Status Report	Monthly on 10 th workday			
2						
3						
etc						

*** A copy of the transmittal letter without the deliverable shall be provided to the COR (D611) and the Contracting Officer (DTN2).**

SOW Task # - State the task number from Paragraph 6 of the SOW that requires this deliverable.

Deliverable subtitle - In the case where DID's are repeated in your deliverable list, you should discriminate by using subtitles.

CDRL/DID/Title - State the JSE assigned CDRL and DID number. See Attachment 10 for the assigned CDRL and DID number/title. State the title of the DID (e.g., Site Survey Report, Test Plan, etc.)

If you require a DID not included on the list, contact the COR for assignment of a CDRL number. You must supply a copy of the applicable new DID to the COR with your Requirements Package. DIDs are available on CD-ROM at DISA's Information Resources Center at the Parkridge location in Reston, VA. The phone number is (703) 735-3088. DIDs can be found on line at the following web address:

http://www.acq.osd.mil/sa/se/cm&dm/cmdm_info/dids/dids.html. (Type "DIDs" in the search box and click the gray search button, then double-click "Data Item Description Page".)

Calendar Days after TO Award. For recurring deliverables, state the appropriate frequency (e.g., monthly on the 10th working day, etc.). It is not allowable to use "as required" as a deliverable due date.

10. Security: State "UNCLASSIFIED," "CONFIDENTIAL," "SECRET" or "TOP SECRET" as appropriate, based on the specific work to be done. The Contract Security Classification Specification, DD Form 254, in the JSE provides for a TOP SECRET level classification and at least TOP SECRET safeguarding at the prime contractor's facility. The Contract-wide DD Form 254 provides for access to COMSEC restricted data, SCI, NATO, Foreign Government Information, Limited Dissemination Information, FOUO Information, and SIOP-ESI. If, however, the DD Form 254 in the JSE is not adequate for the specific work in your Requirements Package, then this paragraph must include the security level (as stated above) plus the statement "Also see attached DD Form 254". The TM must provide a specific DD Form 254 to include any security restraints or releasability constraints that will have an effect on performance of the tasks defined in the SOW. Include the DD Form 254 text information in Word 98 or lower on the SOW diskette, titled DD254.doc. Please note, processing the DD Form 254 for unique security requirements may extend the time line to award the TO.

Include ADP Sensitivity Level requirements, if applicable. (See contract SOW paragraph 3.3.13 for definition of ADP sensitivity levels.)

***REMINDER:** The SOW itself must be unclassified. Also, make sure your Information Systems Security Manager (ISSM) and/or another representative reviews the security requirements.*

11. Government Furnished Equipment (GFE)/Government Furnished Information

(GFI): List any GFE (hardware, material, and facilities) and/or GFI, that will be provided to the contractor. For GFE, provide availability, schedule of use, serial numbers and all identifying information (see FAR Part 45). The list must also identify the IT as Y2K compliant, non-compliant or not applicable (FAR 39.106(b)).

Note: If GFE is a sizable list, indicate "200 PC 486DXes", for example, and state that serial numbers will be provided at TO award, along with location and delivery method.

For GFI, list by document number and title, date, etc. Include standards, specifications, and other reference material required to perform the TO. Include any facilities the Government may need to provide to contractor personnel for project performance. Paragraph H-14 of the JSE Contract applies.)

For Facilities, be specific as to what the facility is, the utilities that will be provided, whether it is furnished "as is", location, whether security clearance will be required, and whether the facilities are sufficient to meet the requirements of the TO.

12. Packaging, Packing, and Shipping Instructions: At a minimum, your SOW must state "See paragraph D-1 of the JSE Contract." State special requirements only if they exceed the contract requirement.

13. Inspection and Acceptance Criteria: At a minimum, the SOW must state "**See paragraph E-500 of the JSE Contract.**" State special requirements only if they exceed the contract requirement. For example, in the event the product delivered as a result of this task order requires C4I interoperability, inspection and acceptance criteria shall include that the requiring activity will obtain appropriate Government certification/accreditation (Joint Interoperability Test Command, etc.).

14. Other Pertinent Information or Special Considerations: Include any special considerations or unique requirements necessary to accomplish the TO (e.g., "specialized experience with UNIX") and/or any additional information that will be helpful in determining reasonable approaches and cost estimates for the TO. As appropriate, this section might contain:

- a. Identification of Y2K requirements. At a minimum, state "**See paragraph 3.3.8 of the JSE Contract SOW.**"
In addition, state any special Y2K requirements which may apply to the requirement.
- b. Identification of possible follow-on work that may result from the completion of this TO, that may be added at a later date as a modification to this TO, or that may be helpful to the contractor in determining the best approach for the TO.
- c. Identification of specific expertise, educational and work experience required.
- d. Identification of Non-Disclosure Requirements. The JSE contractor must execute nondisclosure agreements when working with sensitive and/or proprietary information. Your SOW must identify any sensitive or proprietary information to which the JSE contractor will have access during TO execution so the nondisclosure agreements can be signed by the time the TO is awarded. (Paragraph H-13 of the contract applies.)
- e. Government Estimates:
 - 1 - Level of effort (total number of hours) required for the overall effort
 - 2 - Listing of materials/equipment/training (not including travel) required by the contractor for performance of the task.

(end of SOW format)